



CONTRACT COMPLIANCE ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in comprehensive labor compliant and operational audits of contractors doing business with the City through contractual agreements. Work involves evaluating and monitoring the effectiveness of internal controls, interpreting statutory regulations, detecting significant irregularities and formulating recommendations to improve procedures and compliance activities to ensure the City's continued eligibility to receive local, state, and federal assistance for capital improvement projects through interaction with contractors, City staff, and federal, state, and local funding agency officials.

Supervision Received and Exercised:

Receives direction from the Deputy Public Works Manager – Engineering or other Senior Management Staff.

May exercise functional supervision over lower level professional, para-professional, technical and/or administrative assistant staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Review the work products of others to ensure compliance with standard operating procedures; with regulations for federal, state, and county grants and contracts; and, with City policies, management directives, and departmental guidelines.
- Monitor work practices and results to determine compliance with City policies, contract specifications, and federal, state, and local law.
- Conduct inspections and job-site interviews to ensure compliance with established wage scales established by the Department of Labor.
- Conduct regulatory compliance training sessions for internal and external customers.

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Contract Compliance Analyst (continued)

- Research, interpret and enforce various sources of regulatory documentation pertaining to administrative law and labor issues.
- Assist in policy level coordination, advisory and other tasks relating to contract compliance.
- Attend pre-bid/construction meetings to inform contractors of their labor obligations.
- Audit contractor payroll records on federally aided contracts.
- Assist in resolution of procurement process issues, wage and salary disputes and related matters and recommends appropriate action.
- Notify prime contractors of violations/infractions and request corrective action to be taken.
- Review bid specifications to determine scope of work and ensures appropriate wage determination(s) and federal language are incorporated prior to contract award.
- Prepare periodic reports to management, client departments, funding agencies and department of labor on the status of contractor compliance in meeting reporting and schedule deadlines, payroll submissions, wage law compliance and related matters pertaining to contractual obligations.
- Advises management and contractors on Federal and State regulations.
- Develops and implements programs and procedures to ensure contract compliance and encourage minority business participation in Engineering and related construction contracts.
- Participate in the planning and implementation of a contract compliance program for the City of Tempe.
- Research and aid in the resolution of contract issues.
- Recommend and implement goals and objectives for special programs, projects and systems; participate in department or division short and long-term planning; establish schedules and methods of program operations; supervise the implementation of policies and procedures.
- Coordinate and perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative operational and statistical reports or manuals for use internal and/or external organizations.

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Contract Compliance Analyst (continued)

- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Maintain files and contract databases.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of increasingly responsible experience in contract compliance, construction management, federal compliance construction practices and techniques or Federal labor standards (Davis Bacon and Related Acts).

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration; administrative, regulatory, or contract law; construction management; public administration; or, a degree related to the core functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 322

Status: Exempt / Classified